INDIANA
HOUSING & COMMUNITY
DEVELOPMENT AUTHORITY

To: All Multi-Family Recipients   **Notice:**   MFD-08-09
From: IHCDA Multi Family Department
Date: April 19, 2008
Re: On-Line Rental Reporting for HOME, CDBG, Tax Credits, and Development Fund

Starting on January 1, 2009 all IHCDA assisted multi-family developments will be required to enter tenant events using IHCDA's Indiana Housing Online Management rental reporting system. Tenant events include move-ins, move-outs, recertifications, unit transfers, and rent and income changes.

Additionally, starting in 2009 the Annual Owner Certification Rental Reports will be required to be submitted electronically using the Indiana Housing Online Management website for developments that contain more than ten (10) IHCDA assisted units (i.e. HOME, CDBG, Tax Credits, and Development Fund).

IHCDA strongly encourages our property managers to immediately begin entering tenant events into the system. Regularly entering tenant events now will make it much easier and less time consuming to prepare the 2008 Annual Owner Certification Rental Reports in January 2009.

The Online Management website has been designed as a tool to conduct compliance checks to ensure properties stay in compliance, to follow the monitoring review process, and as a way for IHCDA to communicate with our partners using a message board. The message board immediately notifies owners and property managers when IHCDA sends monitoring letters, releases Multi-Family Department Notices or releases other information affecting our Multi-Family partners. In order to obtain the maximum benefits from the Indiana Housing Online Management system it is important that all tenant events are entered within one (1) week of the occurrence.

To begin using the Online Management website or register to become a user please click on:
Indiana Housing Online Management or https://ihcdaonline.com/